

**Key Health Indicators Committee Meeting**  
**DRAFT MINUTES**  
**Monday, May 9, 2005**  
**10:00am – 3:00pm**  
Radisson Hotel, SeaTac, WA

**Next Meeting Date / Time:** September 2005  
**Routine Meeting Place:** Radisson Hotel, SeaTac, WA  
**Co-Chairs:** Ward Hinds, Snohomish Health District  
Jude VanBuren, DOH

**Members Present:** Bobbie Berkowitz, Joan Brewster, Heidi Keller, Carrie McLachlan, Riley Peters, Sherri Bartlett for Suzanne Plemmons, Don Sloma, Katrina Wynkoop Simmons, David Solet, Christie Spice, Art Starry, Juliet VanEenwyk, Lyndia Vold

**Guests:** Lillian Bensley, Karen White

**Members Absent:** Marie Flake, Maxine Hayes, Josh Jones

**Staff:** Donna Russell, DOH

AGENDA			SUMMARY
Time	Topic	Presenter/ Facilitator	Discussion, Actions, Follow-up, Comments
10:00	Welcome & Introductions		
10:15	Report Card Data	Juliet VanEenwyk  Lillian Bensley	<u>Recommendations/Actions:</u> <ul style="list-style-type: none"> <li>• Recommendation that we break out race/ethnicity into 5 groups with Hispanics included in each race instead of as a separate ethnicity. A meeting between DOH and Hispanic leaders to discuss this issue has been scheduled for May 18<sup>th</sup>. The Committee will wait for the outcome of this meeting to make a decision.</li> <li>• Recommendation that we use locally produced denominators for consistency with OFM. The Committee approved.</li> <li>• Recommendation that we round to the nearest whole decimal when calculating grades. Committee approved but asked that data tables be made available on the website so people could review data.</li> <li>• Recommendation to change poverty indicator from measuring “percent of households with incomes less than 200% of the U.S. poverty level” to measuring “percent of people with incomes less than 100% of the U.S. poverty level.” The reason for the change is that ‘households’ may include non-related individuals and is no longer considered reliable data by OFM. Also, 100% would provide more U.S. data for comparison. The Committee approved these changes.</li> <li>• Recommendation that “as well as possible” be defined as no more than one case per year for 5 years. (Did the Committee approve this? I don’t have any decision recorded in my notes.)</li> </ul> <u>Timeline:</u> <ul style="list-style-type: none"> <li>• Data will be updated/completed by 6/15/05 and distributed to the Committee for review.</li> <li>• External review from 7/16/05 through 8/16/05.</li> <li>• Final 2005 Report Card to Committee for review in September.</li> </ul>

			<ul style="list-style-type: none"> <li>Formal introduction of report card at Joint Conference in October.</li> </ul> <u>Recommendations/Actions:</u> <ul style="list-style-type: none"> <li>Add link to indicators that explains the health implications (the “why should I care” link).</li> <li>Improve overall grade description for Air Quality.</li> <li>Change look of Overall Grades so that they stand out.</li> <li>Develop pdf files for the Rationales and Definitions.</li> <li>Add data tables.</li> <li>Add contact information</li> </ul>
11:45	LUNCH		
12:15	Report Card Discussion	Ward Hinds	<u>Distribution Plan:</u> Send the preliminary report card along with a cover letter and a FAQ sheet to public health partners. The purpose of sending the preliminary document is to solicit feedback before the official release of the report card in fall 2005. The cover letter will also invite partners to review and comment on the report card website. <u>Action:</u> The Committee approved the distribution plan and will convene by email to review a distribution list, the cover letter and the FAQ sheet.  <u>Next Steps:</u> The Committee does not believe that it has the expertise and resources to begin setting targets during this upcoming biennium. The focus will continue to be on collecting and analyzing data in preparation for the 2007 report card. The Committee would also like to evaluate the impact of the report card to determine if it is a valuable tool and how we might want to target future funds.  <u>Action:</u> The Committee approved postponing the setting of targets for this biennium and will focus efforts on data collection, analysis and evaluation of the report card.
1:00	Joint KHI/PHIT Subcommittee	Jude VanBuren	<u>Discussion:</u> Jude introduced a proposal to determine public health system needs for tools to access, analyze, and display data for community health assessment. The goal is to identify the software tools that best meet the needs of the public health workforce (LHJ and DOH) for community health assessment, and assure the efficient and effective use of scarce resources. An important question that will be asked that relates directly to one of the KHI Committee’s objectives is “What is the alignment between existing tools (Vista, EpiQMS, and other relevant web-based data dissemination systems) and workforce needs? Are there redundancies? Are there gaps?  <u>Recommendation:</u> <ul style="list-style-type: none"> <li>The KHI Committee and PHIT Committee form a subcommittee to assess the data needs of the LHJs, including the need for county-level report card data.</li> <li>PHIP funds support the efforts of this joint subcommittee during 05/07</li> </ul>

			<u>Action:</u> The KHI Committee approved the proposal to form the joint subcommittee and will ask for volunteers.
1:30	PHIP Steering Committee Meeting	Ward Hinds/Jude VanBuren	<u>Discussion:</u> The PHIP Committees have been asked to prioritize their recommendations and identify resources needed during the 05/07 biennium for discussion at the June 1 <sup>st</sup> PHIP Steering Committee meeting. <u>Recommendations:</u> (Not yet prioritized) <ul style="list-style-type: none"> <li>• Commit resources to linking the indicators to interventions and/or to successful models of communities collaborating to improve health outcomes.</li> <li>• Commit resources to support ongoing report card data collection, analysis, and evaluation of the impact of the report card.</li> <li>• Commit resources to support BRFSS questions that provide report card data.</li> <li>• Publish 2007 Report Card.</li> <li>• Participate in the joint subcommittee to assess data needs.</li> </ul> <u>Action:</u> The Committee asked staff to send members a list of the recommendations and an estimate of resources needed to achieve the recommendations. The committee will prioritize the recommendations via emails prior to the PHIP Steering Committee meeting.
2:45	Schedule future meetings	Ward Hinds	<u>Action:</u> <ul style="list-style-type: none"> <li>▪ Request for a meeting in September.</li> </ul>
3:00	Adjourn		